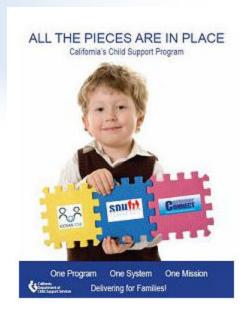
# CSE Maintenance and Operations Services Invitation for Bid

IFB CSS 188

Bid Conference January 26, 2010





#### Welcome

#### **Gail Overhouse**

DCSS CCSAS Project & Procurement Office Director



#### Agenda

- n Welcome
- n Key Action Dates
- n Small Business Preference
- n DVBE Requirements and Incentive
- n Commercially Useful Function
- n Collect Questions {Break}
- We have supplied a list of Frequently Asked Questions. These are also posted at <a href="https://www.BidSync.com">www.BidSync.com</a>, search by using CSS 188
- n Answer Period



#### Bid Conference Procedures

- n Please be courteous and turn off or silence cell phones
- Please Sign In (if you are a potential subcontractor or SB/DVBE please indicate this on the sign in sheet)
- n Any verbal exchange of information during the Bid Conference shall not be binding on the State.
- All documentation related to the Bid Conference (agenda, handouts, sign-in sheet, etc) will be posted to Bidsync.
- n DGS is the single point of contact for all purposes related to this IFB:

Christina Cervantes Phone: (916) 375-4494

email: <u>Christina.Cervantes@dgs.ca.gov</u>

**SB/DVBE** Assistance:

**Maureen Moss** 

Phone: (916) 375-4426

email: Maureen.Moss@dgs.ca.gov



### Bid Conference Procedures (continued)

### n Questions and Answers (Q & A) During the Bid Conference

- Questions should be submitted on the Question Form supplied by DCSS
- The forms will be collected before the break
- The State will provide oral responses
- Questions that cannot be answered during the bid conference will be answered in accordance with Section 2.2.4 of the IFB



#### Key Action Dates (IFB Section 1)

Last day to Submit Letter of Intent to Bid	2/4/2010
Last day to Request a Change in Requirements of the IFB	2/4/2010
Last day to Submit Questions for Clarification of IFB	2/17/2010
Last day to Submit Protests of the IFB Requirements	2/23/2010
Last day to Submit Final Bids	3/15/2010



#### Small Business Preference

- n A five percent (5%) preference is available to:
  - California Certified Small Businesses and Microbusinesses
  - Non-Small Businesses claiming at least twenty-five percent (25%) California certified small business subcontractor participation
  - Small Business Non-Profit Veteran Services Agencies (SB/NVSA) bidding as a prime
- n Bidders must specifically request the 5% small business preference be applied to their Bid by submitting Exhibit 5-H, Intent to Claim the Small Business Preference
- n In addition the following must be submitted
  - Exhibit 5-G, Commercially Useful Function
  - GSPD 05-105, Bidder Declaration Form
  - Exhibit 7-E, Subcontractor Costs (submitted with sealed cost bid only)
- n See IFB Section 5.4.5 for additional information



### Disabled Veteran Business Enterprise (DVBE) Requirements

- The Department of Child Support Services has a 3% DVBE participation goal for this solicitation
- The Good Faith Effort (GFE) has been removed
- Bidders are required to subcontract a minimum of 3% of the total contract value to DVBE contractors
- n Bidders must submit the
  - GSPD 05-105, Bidder Declaration Form
  - STD 843,DVBE Declaration (as applicable)
  - **Exhibit 5-G, Commercially Useful Function**
  - Exhibit 7-E, Subcontractor Costs (submitted with sealed cost bid only)
- See IFB Section 5.3.6 for more information



#### **DVBE** Incentive

- For evaluation purposes only, an incentive will be given to bidders that provide DVBE participation at or above 4%:
  - 4% participation = 1% incentive
  - 5% participation = 2% incentive
- n Combined incentives and preferences cannot exceed \$100,000



### Commercially Useful Function (CUF)

- Small Businesses, Microbusinesses, and DVBEs must perform a commercially useful function (CUF). A business that is performing a commercially useful function is one that does <u>ALL</u> of the following:
  - Is responsible for the execution of a distinct element of the work of the contract
  - Carries out its obligation by actually performing, managing, or supervising the work involved
  - Performs work that is normal for its business, services, and function
  - Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.
- Bidders must provide a written statement detailing the role and services the subcontractor(s) will provide on Exhibit 5-G, Commercially Useful Function
- n See IFB Section 5.3.7 for more information



#### Contact the Office of Small Business & DVBE Services

You may contact OSDS by phone, fax, mail or email, or you may visit us in person. Limited face-to-face <u>appointments</u> are available in our West Sacramento office.

n Business Hours Monday-Friday\*, 8 a.m. to 5 p.m.

\*(Please note, this office will be closed on the first, second, and third Friday of each month through June 2010 in observance of Governor Schwarzenegger's Executive Order)

- n Phone Number (916) 375-4940 (Main Office Reception)
- n (800) 559-5529 (Procurement Division Central Reception)
- n Fax Number(916) 375-4950
- n Email OSDSHelp@dgs.ca.gov



#### Questions and Answer Period

## Please use the supplied form to submit your questions